

Minutes of the Veneta City Council

April 23, 2007

Council

Present: Mayor T. J. Brooker, Thomas Cotter, Sharon Hobart-Hardin and Marion Esty

Absent: Darrell Carman

Others: Ric Ingham, City Administrator; Margaret Boutell, Community Services Director; Jerri Moore, Finance Director; Darci Henneman, Assistant City Recorder; Travis Marshall, West Lane News, and Linda Boothe

Mayor Brooker called the Veneta City Council meeting to order at 7:04 p.m.

1. PUBLIC COMMENT

Linda Boothe, 25331 Jeans Rd., Veneta, OR;

Ms. Boothe said the Fern Ridge Chamber of Commerce is ahead of schedule to open their office in May in the West Lane Center. The new Economic Development position has been filled. The person hired will be announced at a later date. She said a real estate office and coffee shop are also planned for the West Lane Center.

2. CONSENT AGENDA

MOTION: Sharon Hobart-Hardin made a motion to approve the consent agenda as presented. Thomas Cotter seconded the motion.

Vote: Marion Esty, aye; Thomas Cotter, aye; Mayor Brooker, aye; and Sharon Hobart-Hardin, aye.

The consent agenda as approved included minutes for April 9, 2007, Bills Payable for April, 2007 and the Civic Calendar for May 2007.

Mayor Brooker suggested beginning in June, to start the City Council meetings at 6:00. Marion Esty said it would be difficult for her to be here at 6:00 p.m. because she is on three separate sub committees for LCOG. Ric then suggested 6:30. Staff and Councilors will take this under advisement and discuss holding summer meetings at an earlier time at the next Council meeting. Ric said most of the early meetings would be work sessions.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

(1) Law Enforcement Activities Report, Sgt. Harrold LCSO

Sgt. Harrold was not able to attend tonight's meeting. Mayor Brooker said he has noticed frequent speeders on Sertic, Ninth and Parkside. He said he would ask Sgt. Harrold for extra patrols for those areas. Marion said there is a huge pot hole at Huston and Hwy126. Margaret said Kyle had good luck getting ODOT to do minor repairs to the outlying county roads.

b. COUNCIL/COMMITTEE LIAISONS

Marion Esty said the Peer Court Community Partnership may be expanding their efforts. They are conducting surveys and after meetings in May and June, they may be heading in a different direction.

Sharon said Greg Stine of Polaris was at the Progress Board Meeting, which had a great turn out. Mr. Stine's company created the brand for the Fern Ridge area. Three Elmira High

School representatives from the Key Club were also in attendance. There was also a preview of "Lumberjacks and Wedding Belles", performed by ART, Inc. The play will be performed the first two weekends in May. Sharon said Earth Day was a great success with 73 volunteers, including many children, helping with the clean up and planting. She commended Taunya Jones on an outstanding job of coordinating this event. County Transfer & Recycling also volunteered and donated funds for lunch and the mulch for the flower beds and around all the trees. She would like to make this a yearly event.

4. STAFF REPORTS

a. FINANCE DIRECTOR JERRI MOORE

(1) Third Quarter Financials

Jerri was pleased to present the Financial Report for this fiscal year through March 31, 2007. In response to questions from Mayor Brooker, Jerri said the State Street Fund numbers appear to be lagging but actual collections in the Street Fund are right on target for this portion of the year. She said a large transfer was budgeted from the Capital Construction Fund to the Street Fund. The project allocated for those funds will not be completed this year, meaning the transfer will not be recorded. Jerri said \$136,000, a significant portion of the overall revenue budget, is the key item distorting the percentages. There is considerably more interest income than anticipated. The total interest income for the Street Fund, through March 31, 2007, is over \$45,000. Jerri said there is a sizable "cash on hand amount" in the Street Fund, which is a compilation of current and prior years' activity. She said the Municipal Sewer Fund is only at 68% collected thus far because a transfer hasn't been made yet and a couple of Local Improvement District Projects were anticipated for 2006/07 which didn't occur. The total funding for those three items, approximately \$350,000, will not be received or spent in the present year's budget.

In response to a question from Sharon Hobart-Hardin, Jerri said she could change the location of the columns to list budget amounts in the first column. Sharon said the format would be easier to read if the budgeted amount was listed first and then income and expenditures. Sharon also commended Jerri on finalizing the report.

Jerri said there is a basic formula within each fund on the report that begins with "beginning fund balance" and incorporates all the transactions and then ends with "ending balance".

In response to a question from Ric, Sharon said moving across five columns is difficult to follow from left to right. She said the format she is suggesting is used by other municipalities she has worked with in the past. She said it helps to know where the starting point is and to her, the starting point is the budget.

Thomas Cotter suggested highlighting the budget column. Ric suggested adding horizontal lines to the format. Everyone agreed.

Thomas Cotter asked when the City originally agreed to the existing cell tower, didn't we apply the payments towards the Park Fund and not into the General Fund for a period of time.

Ric asked Thomas Cotter to be more specific. He said at one point, he remembered a Council discussion to apply the lease payments to help fund Territorial Park. Mayor Brooker said some funds were earmarked to go into the Park Fund.

Margaret suggested looking back at 2001 City Council or Urban Renewal Agency minutes.

Mayor Brooker said he remembered the discussion but he didn't recall making a final decision on the matter.

Ric said much of the state shared revenue goes in the General Fund and the lion's share of the Park Fund comes out of the General Fund. Ric said the cell tower lease revenue is in that pot and then allocated into other funds.

Thomas Cotter said the reason he brought up the cell tower income is funding of the spay and neuter project. He suggested a monthly portion of the cell tower income could be applied to the spay and neuter project.

b. COMMUNITY SERVICE DIRECTOR MARGARET BOUTELL
(1) Work Session Schedule

Margaret wanted to confirm dates for the next three months of Council work sessions.

She said the tree code work session should be held before Philip Carroll's internship ends mid-June, 2007. She said the stakeholder meeting is scheduled for May 17, at 6:00 p.m. and is open to the public. An open house is scheduled for 7:00 p.m. She suggested placing a news brief in the West Lane News and Register Guard of the time and date, as well as post it on the City's website.

Margaret said topics for May meetings are to review current water conservation plans, and transportation funding (gas tax receipts). There are two Budget Committee meetings scheduled for May 3rd and May 17th. Mayor Brooker may or may not be in attendance at the May 23rd or May 24th meeting. Ric suggested contacting Margaret with available dates for the May meeting and staff will try to schedule a meeting based on everyone's availability. He said it would be a 4:30 to 6:30 meeting.

Margaret suggested having a Joint Council/Commission meeting prior to the June 4, 2007 Planning Commission meeting. The July meetings could be joint work sessions with the Planning Commission to discuss the downtown standards and code updates.

Ric said in previous years, the City Council chose not to convene for the second meeting in July and August. July meetings are scheduled for the 9th and 23rd. Ric suggested holding a joint meeting on July 23rd. Margaret said she will review the schedule with the Commissioners and will get back to the City Council.

(2) Territorial Park Project Update

Margaret said there are more costs involved with finishing this project because of installation of the swales requiring drip irrigation and trees were planted on the western edge of the park. She said a fence should be erected around a major portion of the newly seeded lawn until the grass is established. Staff is requesting an additional \$5,000 from the Park Fund for fencing costs, a drip irrigation line and small sprinkler heads for the swales. Margaret said after this year, the park should just require maintenance.

In response to a question from Sharon Hobart-Hardin, Margaret said part of the funding for the pool survey will come out of the Parks and Recreation Capital Project Fund. She said \$25,000 was set aside for pool improvements that won't be done, so part of those funds will go toward Carl Sherwood's work on the pool evaluation and then part for Territorial Park. She said there still will be money left in the fund.

In response to a question from Thomas Cotter, Margaret said the fence around the newly seeded lawn will be temporary until the grass is established.

MOTION: Sharon Hobart-Hardin made a motion to approve the additional \$5,000 for fencing, drip irrigation system and sprinkler heads from the Parks Fund. Thomas Cotter seconded the motion, which passed with a vote of 4-0.

(3) Bolton Hill Cell Tower Update and Verizon Lease

Margaret provided a draft lease proposed by Verizon that was reviewed last year by the City attorney and a list of staff's feedback to Verizon and their responses to the lease agreement. Margaret said the lease is for City property on Bolton Hill near the water tank. Loran Davidson, a contractor representing Verizon, was in attendance to answer any questions the Council may have.

Verizon proposed a lease amount of \$800/month (\$9,600/year). The lease amount has not been determined.

Margaret said the City plans to install a pump station near the water tank and in order to make sure Verizon has enough room for their tower and we have enough room for the pump station, Jerry Elliott proposed doing some pre-engineering at a cost of \$1500. Verizon asked the City to split this cost at \$750 each. Possibilities for Verizon include locating their tower on the hill, but not on City property. They would still need an easement from the City to cross City property that includes the water line to the tank.

In response to a question from Marion, Mr. Davidson said two geo-tech studies have been conducted. He said lines installed for the tower will be placed, in conduit, under all existing lines and should not disturb the stability of the ground. Because the installation costs will be high for what Verizon is planning, engineering studies will take place prior to any installation to make sure the tower is secure.

Thomas Cotter said because Verizon would be renting air space to other co-locators, he felt it would be appropriate for the City to charge a ground space fee.

In response to a question from Mayor Brooker, Margaret said the City will not receive a percentage of co-locators. In response to a question from Thomas Cotter, Margaret said the City could negotiate either a ground lease or a percentage of the amount Verizon is charging other cell companies to co-locate on their tower.

Mr. Davidson said there will be room to connect two more carriers to the tower and those fees would be in addition to the City's lease with Verizon if other carriers decide to co-locate with the Verizon tower. The City has the sole right to enter into a ground lease for equipment with other potential carriers.

Margaret said staff is hoping to provide a lease agreement amount but negotiations are still needed.

MOTION: Sharon Hobart-Hardin made a motion to approve payment to Jerry Elliott of \$750 for a pre-engineering study of the Verizon Tower site on Bolton Hill Rd. Thomas Cotter seconded the motion, which passed with a vote of 4-0.

(4) Budgetary Authorization to Proceed with Summer Recreation Program
At the previous Work Session of April 18, the Council directed staff to move forward with creating a summer recreation program. Margaret said Willamalane proposed providing their own staff for a "Play in the Park" program from June 18 to June 29 and July 9 to August 17; Monday through Thursday from 1:00 p.m to 4:00 p.m. The cost for this program is \$5,400. Margaret said a Coordinator should be hired by the City to direct the "lunch hand off" and "Play in the Park" program to run smoothly. Margaret suggested charging a participant fee of \$15 per week per child. She said the potential cost to the City would be \$3,480.

The YMCA has proposed providing three sessions of swimming lessons from June 19 to August 23 (10 weeks) on Tuesday and Thursday mornings. Participants would pay \$15 per 8 lessons (1 session) plus some for transportation. The potential cost to the City would be \$750 to hire the bus coordinator to supervise the bus ride to and from the Eugene YMCA.

Camp Wilani will rent their pool facility to the City for morning and evening lessons if we provide staffing (YMCA instructors/lifeguards) from July 9 to August 11 (6 weeks). The potential cost to the City would be \$2,250 to hire YMCA instructors/lifeguards.

Margaret said total approximate costs of hiring coordinators and possibly one additional staff person and creating a recreation guide and advertising would total \$15,000 plus a 10% contingency fee would total \$16,500.

Margaret said funding for the 2007 Summer Recreation Program would come from the Parks and Recreation Fund as follows:

FY 06/07: pay for the recreation guide, advertising and possible up front deposits to other agencies and the first month's wages to new staff would be approximately \$7,100. Considering the pool conceptual design contract with Carl Sherwood, the transfer from the fund for Territorial Sports Park, and the expected decrease in revenues from not having a pool program the last half of June, the fund would still support the \$7,100 in possible expenditures this fiscal year.

FY 07/08: If the Council plans to repeat this same program next fiscal year, the whole program's budget would be approximately \$16,500.

MOTION: Sharon Hobart-Hardin made a motion to approve the expenditure of \$7,100 for the Recreation Program from the Parks and Recreation Fund for this fiscal year. Thomas Cotter seconded the motion, which passed with a vote of 4-0.

(5) Budget Allocation for Robertson/Sherwood/ Revised Contract
The current contract with Robertson/Sherwood is for a not-to-exceed amount of \$10,000 plus an additional \$2,200 approved by the Council at the April 9, 2007 meeting. Margaret said originally the \$10,000 was to come from the General Fund Contingency of \$10,500 and/or the Parks and Recreation Fund Contingency of \$4,500 – to be transferred to the Parks and Recreation Fund contracted services. Because the General Fund Contingency may be needed in the General Fund, Margaret suggested, as an alternative, the entire \$12,200 come from the \$25,000 earmarked for pool improvements. Staff requested the Council approve the identified funding source for the \$12,200 total for the amended contract with Robertson/Sherwood.

MOTION: Sharon Hobart-Hardin made a motion to approve payment of \$12,200 from the \$25,000 budgeted for pool improvements to Robertson/Sherwood. Thomas Cotter seconded the motion, which passed with a vote of 4-0

(6) Spay and Neuter Proposed Program

The City of Veneta sees a need to help the community develop some type of Low Cost Spay and Neuter program. Margaret spoke to an Illinois organization, The Neuter Scooter. On May 15th or 16th they could set up a spay and neuter clinic at the Community Center with the help of a few volunteers. If residents registered on-line, the charge would be \$40 per cat or \$50 if paid at the center. Margaret suggested sponsoring a portion of the fee for low income residents and placing an ad in the West Lane News and a display on the Fire Station's reader board.

Mayor Brooker said the City will pay any advertising costs and rather than offer discounts or vouchers, the City could donate a percentage of the total number of animals done.

Margaret said the budgeted amount for the Greenhill contract is \$10,000 and the LCARA contract is \$5,500. She said there are funds available for community assistance of some kind.

c. CITY ADMINISTRATOR RIC INGHAM

(1) Finance Reconciliation Well 10 and Jeans Rd. Filtration Plan

Ric said Jerri recapped the expenses for Well 10 starting with the property acquisition eight years ago. Ric said a few items listed on his handout have not been included in past budgets. A portion of the work has been completed through land swaps. Ric said acquisition of the filtration site, parcel 3, was swapped with McDougal Brothers for two Tanglewood lots and McDougals provided \$19,000 as a land swap credit. A land swap was done when the City entered into the agreement with the McDougals to complete the Emergency Well 10 Connection last year. The Tanglewood lots are currently appraised at \$41,000 each.

Ric said because the additional land swap acquisition costs were included in the budgeted figures, it actually exceeds what the Council authorized last October of \$400,000 out of the Unappropriated Ending Balance and \$300,000 out of the Capital Construction Fund. Jerri discovered that the Unappropriated Ending Balance cannot be used for this. Therefore, she suggested the Capital Construction Fund cover the entire \$760,370. Staff had changed the split of where resources will come from and felt it is appropriate. The City sold the bond for water improvements back in 2001. Ric said staff felt it is appropriate that \$150,000 would come from the Urban Renewal Agency and not completely from the Capital Construction Fund.

Staff requested the Council authorize moving forward with the inter-fund loan. The Council is required to adopt a resolution. If Councilors felt staff is moving in the right direction, the resolution could be discussed with legal counsel and presented at the next Agency meeting in order to authorize the inter-fund loan.

In response to a question from Mayor Brooker, Jerri said the payment will be budgeted for earlier next year and interest would be included. She said the inter-fund loan would be repaid in 2008.

Ric said transfers and the repayment plan would occur in the beginning of the fiscal year.

In response to a question from Thomas Cotter, Ric said the \$150,000 figure for the Urban Renewal Agency was based on the water facility plan and what improvements would be paid

for out of the bond. All water expansion and improvements have been coming out of Urban Renewal proceeds. He said there's an unappropriated balance of the Urban Renewal of approximately \$800,000 and until the City initiates the next round of bonds for Downtown Development, those funds are sitting there waiting to complete the last of the water expansion project or for downtown activities.

In response to a question from Mayor Brooker, Jerri said the handout referred to the inter-fund loan of \$760,370, which is the total amount being borrowed; the bottom portion of the handout referred to budgeting the repayment of \$760,370 in the upcoming budget process.

Ric said at one point staff thought the cost for the entire project could be split between the Water Unappropriated Ending Balance and the Capital Construction Fund, but this cannot be done so the City will borrow the entire amount of \$760,370 from the Capital Construction Fund and beginning next fiscal year, the loan will be repaid as follows: Unappropriated Ending Balance \$400,000; Urban Renewal Agency \$150,000; and Capital Construction Fund \$210,370. Ric also said it was Kyle and Jerry Elliott's desire to pull the electronic work out of the 2G Construction fund because they would prefer having the same company completing the rest of the electronic work.

Councilors confirmed staff would provide the resolution for the inter-fund transfer.

5. OTHER

Margaret said the Public Works truck that was totaled during the bad weather last year needs to be replaced. The insurance company has issued a check to the City to purchase a replacement vehicle. The Public Works Dept. has found a replacement truck which costs less than the insurance amount received.

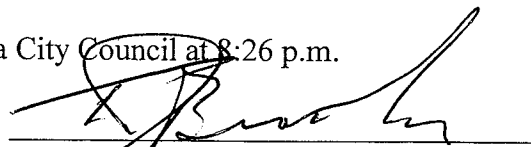
In response to a question from Mayor Brooker, Ric said he will confirm with Kyle that all licensing and title transfer fees will also be covered. Council indicated a consensus for staff to purchase the replacement vehicle.

Ric said ART, Inc. is requesting a donation of \$232 for advertising their upcoming production "Lumberjacks and Wedding Belles" in the Eugene Weekly and Tri-County News. Ric said there is approximately \$550 left in the Tourism Support Grant and felt it is appropriate to draw down funds at this time of the year.

MOTION: Sharon Hobart-Hardin made a motion to approve payment to ARTS, Inc. for advertising costs of \$232. Thomas Cotter seconded the motion, which passed with a vote of 4-0.


5. ADJOURN

Mayor Brooker adjourned the Veneta City Council at 8:26 p.m.



Mayor Brooker, Chairman

ATTEST:



Darci Henneman, Assistant City Recorder
(prepared by dhenneman)